

STOP Management Meeting

4-21-09 @ 10:00 a.m. CST

Minutes prepared by Jill Thomas

Present: Katie Tone, Dr. Linda Doran, Dr. Gary Skolits, Dr. Jo Edwards, Jason Cavender, Joseph Sanders, Dr. Gary Skolits, Tara Light, Beth Fuller and Jill Thomas

Agenda:

1. Assessment -- Gary and Judy
2. Summit planning -- Katie and Jill
3. End of Year reports -- Linda
4. Other

1. Assessment

Big challenge this month is completion of site visits as well as post assessment surveys. Everything has been processed and scheduled. From what Gary understands survey dates in each county have been set. The assessment team is meeting with students, advisory committee, school personnel and coordinators in each county. Campbell County has been successfully completed. So far, there are no glitches. The support on the management team, stressing the importance of survey and site visits, has been good.

Dr. Doran - Interim assessment report has been submitted to DOH, Susan Cooper, Dru Potash and Veronica Gunn. We have also given a progress report to DOH in addition to the interim assessment. We are trying to lay the groundwork for an additional year of funding.

Jason Cavender – Status of the budget and end of year accounting in each county is needed. We need to show the DOH that we are moving along with the project by showing them how much we have spent so far. THEC needs from each County – how much money they have actually spent by March 31. Or, up until Feb 28 with a good estimate of March. Also, their best guess for expenditures in April, May and June. Please send this information to Jason and Dr. Doran.

Parameters for spending money/balances are anything that is allowable under the terms of the contract. Since the June 30 report is going to include money that has been spent, we will need to have receipts and invoices to support the spending. Encumbrances - something we have planned to spend money on, or set the money aside and designated it for a purpose – are acceptable. Make sure that the money that is payable this year gets used.

Need figures from MTSU, ETSU and UT. The ETSU money that is not spent on Tara's salary will be re-allocated to education materials. We will discuss how to spend the extra MTSU money for summit purposes.

Dr. Edwards – ETSU, MTSU and UT Knoxville are cost reimbursable. We have money left to possibly use a consultant and also to use to summit. There is a man in Chattanooga – Jay Column that created a tobacco health profile and can help county coordinators pull survey information together and print something for each county. We could do something that uses the data from each county.

Counties have done a great job with the budget and including match as a part of it.

2. Summit planning

Need t-shirt sizes by May 1. We want to pull together bags so that everything the students will need will be in the bags.

Get a blue print of dorms and see how many rooms for students, exits/entrances, how they are split up – Jill will get blue print

Katie will find out what where the bus drivers will sleep/eat and let Jill know

Cocke County coordinator won't attend, Steve, GEAR UP Coordinator, has worked something out. They will stop to pick up the 3 STOP students on their way to MTSU after making their college visits a few days before the summit.

5 to 1 is chaperone to student ratio, including the county coordinators.

Lauren Brown will be leaving Thursday, late and Carmen Andrews, GEAR UP Coordinator, will responsible for the four STOP students.

We will have 9 folding tables for the gallery walk. If more are needed, Jill will be notified to talk with MTSU

We requested Susan Cooper to speak at the JUB, we hope she will.

Katie will confirm with GEAR UP coordinators and find out the bus/transportation arrangements for each county.

3. End of Year reports

In the STOP manual there are a form and a reminder of June 15 submit date. End of year report is very similar to the mid year report.

4. Regional Updates:

West TN

Everything is going well
April 27, 2009 Lake County site visit

East TN

Regional conference last week, reviewed what everyone was doing, dates for post-surveys are set. There is a system being done so each county coordinator knows if a student has taken the post test. The student's name is put into a drawing if they did take the test, using that information to tell them which students didn't take the test. Then the following few days, the coordinator is able to go back and administer the test to those who didn't take it. The coordinators are also doing an incentive gift to the teacher who gives the most tests. They have found that if the teacher is motivated, then the students are more motivated. Also, someone is going to be waiting at the door for tardy students to make sure they take the test.

Tara is still doing the NOT Cessation classes in Johnson County during 2 and 3rd lunch. They are on 7th session this week.

Middle TN

Regional conference last week by phone, reviewed what everyone was doing and the dates for post-survey are set.

Grundy County administered the post surveys Monday, April 21, 2009.

Meigs County had the evaluation team visit on Monday, April 27, 2009, also.

Grundy County has several health fairs happening this month while Meigs County is finishing up classroom time at the high school and continuing with elementary schools.

5. Other

There will not be MTSU training before the grant ends June 30, 2009.